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APPRENTICESHIP AND OCCUPATIONAL QUALIFICATION PROGRAM

INFORMATION BOOKLET

Education Division
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This guide is prepared for the benefit and use of those who employ and deal with apprentices in the scheduled occupations and those persons wishing to become apprentices.

The Need for Apprentice Training

It is becoming more and more apparent that material progress and prosperity in the Northwest Territories are dependent upon the technical knowledge and on the skills of northern residents. The opportunities for unskilled and semi-skilled workers in the employment field are falling off, while constantly increasing demands are being made for skilled workers. This is a time for learning an occupation, upgrading present skills, or retraining to prepare for changing job requirements.

To facilitate the training of skilled workers and to raise occupational standards generally, the Territorial Council passed an Ordinance providing for occupational training and examination. Under this Ordinance, known as The Apprentice Training Ordinance, a practical training program has been developed.

The Northwest Territories apprentice training program will give effective assistance both to employers, whose facilities make it impractical to provide adequate training on the job, and to tradesmen interested in getting ahead. Perhaps it can do the same for you. The following questions and answers will help you to decide.

What is Meant by "Apprentice Training"?

"Apprentice Training" is a combination of practical training on the job and related

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training in a school leading to qualification certificates.

How Long Does an Apprenticeship Take?

This depends on the occupation chosen and can vary from two years to six years. In most occupations from four weeks to ten weeks each year will be spent in school doing related training and studying related theory.

What is the Cost of Training?

There is no direct cost involved on the part of an apprentice. During practical training on the job, the apprentice will be paid by the employer for work performed. During the related training in school, the apprentice will have his fees, travelling expenses and living expenses paid by the Government.

What Are the Entrance Requirements?

Any resident over 16 years of age may apply for apprentice training. Education and physical requirements vary with each occupation. You will be informed of these when you apply. If you are accepted, you will sign a contract with the Commissioner of the Northwest Territories.

If I Don't Have Enough Education, Can I still Qualify?

In some cases, arrangements may be made to bring persons up to the education standard required for entrance into apprenticeship in certain occupations.

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Do I Get Promoted During the Apprenticeship?

Each apprenticeship is divided into four equal parts, with a certificate granted for successful completion, both practical work and related theory, of each part. As each certificate is gained, pay will be increased from:

- 50% of Tradesman's Pay - Beginner's Certificate;
- 60% of Tradesman's Pay - 4th Class Certificate;
- 70% of Tradesman's Pay - 3rd Class Certificate;
- 80% of Tradesman's Pay - 2nd Class Certificate;
- 100% of Tradesman's Pay - Journeyman's Certificate.

Can I Get Credit for Previous Training or Experience?

If you can produce recognized proof of previous training or experience, credit may be granted against the length of the apprenticeship for that occupation, provided an examination is passed at the level of the credit granted.

Where Do I Apply For Apprentice Training or Occupation Examination?

Applications should be made to:
Superintendent of Vocational Education,
(Inspector of Apprentices),
Mackenzie District,
Department of Northern Affairs and National Resources,

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Fort Smith, N.W.T.
or
Selection and Placement Officer,
Department of Northern Affairs and National Resources,
Inuvik, or Yellowknife or Fort Smith, N.W.T.
or
Superintendent of Vocational Education,
(Inspector of Apprentices),
Arctic District,
Department of Northern Affairs and National Resources,
Sparks Street,
Ottawa, Ontario
or
Selection and Placement Officer,
Department of Northern Affairs and National Resources,
Churchill, Manitoba or Frobisher Bay,
N.W.T.

When Does an Apprenticeship Become Official?

When the apprentice signs separate contracts with the Commissioner of the Northwest Territories, and an employer.

What Does an Apprenticeship Contract Cover?

It states the length of the apprenticeship term, allowing for any appropriate trade training or experience the apprentice already has acquired. It sets forth total working hours of the apprentice and the obligations of the apprentice to his employer and the Commissioner of the Northwest

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Territories. It provides for a three-month probationary period during which time the agreement can be cancelled by either party. It also provides that the apprentice may be transferred, or that the contract can be cancelled for just cause.

Can an Apprenticeship Contract be Terminated?

The contract can be terminated at any time for just cause. This is usually done by mutual agreement.

What are the Obligations of an Apprentice to an Employer?

When you become an apprentice and you sign a contract, you agree to comply with all lawful and reasonable instructions of your employer. You promise to take good care of the tools and other property which may be entrusted to you during your apprenticeship, and you agree not to divulge any confidential information with respect to your employer's trade and business. You also agree to attend apprentice training classes as required and work diligently at your chosen occupation.

What Happens When My Apprenticeship is Completed?

Provided you have passed all requirements and examinations you will receive a Completion of Apprenticeship Certificate and a Journeyman's Certificate. You will also be eligible to write the Inter-Provincial examination in your occupation. This

examination is written by all graduating apprentices in Canada in that occupation and if passed, entitles the apprentice to have an Inter-Provincial seal placed on the "Completion of Apprenticeship" certificate.

What Happens If I Fail?

Depending on how satisfactory an apprentice's performance has been, he may be given a further opportunity.

What Does the Inter-Provincial Seal Mean?

This seal can only be gained by graduating apprentices and means that the "Completion of Apprenticeship" Certificate will be recognized in all Canadian provinces.

What is the Apprentice Advisory Board?

This is a board representing the Territorial Government, employers and employees in the scheduled occupations, appointed by the Commissioner, to advise him on Apprentice Training in the Northwest Territories.

What is Meant by "Designated Occupation"?

Designated Occupations are those in which programs of occupational training or examination of tradesmen, or both, may be carried on under the Apprentice Training Ordinance. It is anticipated that eventually both training and examination programs will be carried on in the following occupations:

Aero-Engine Mechanic
Air Frame Mechanic

Carpenter
Clerk
Commercial Cook
Diesel Mechanic
Electrician (Construction)
Heavy Duty Equipment Mechanic
Heavy Duty Equipment Operator
Industrial Electrician (Plant Maintenance)
Industrial Mechanic (Mine Maintenance)
Launderer & Dry Cleaner
Lineman
Machinist
Millwright
Motor Vehicle Repair (Body)
Motor Vehicle Repair (Mechanical)
Oil Bumer Mechanic
Painter and Decorator
Plumber
Pipe Fitter
Sheet Metal Worker
Steam Fitter
Stationary Engineer
Welder

Where there are occupations in the north which are not now recognized as skilled occupations, but could, in the future, benefit from an organized form of training, these occupations may be added to the above list. Such occupations could include:

Fur Gament Worker
Guiding (Hunting & Fishing)

Can a Journeyman's Certificate be obtained without Serving an Apprenticeship?

If you have more proven experience in an occupation than that required for a full apprenticeship, you can apply to write the

journeyman's examination. If you are successful you will be issued a Journeyman's Certificate only. Completion of Apprenticeship Certificates can only be gained by successful graduating apprentices.

How Does the Examination Program Work?

Examinations under the Apprentice Training Ordinance are prepared and conducted by Examining Boards made up of skilled tradesmen representing employers, employees, and their organizations. They may be written or practical, or both, depending on the occupation and on other factors such as cost. Consideration is given for special circumstances and the boards have certain powers of discretion in such cases.

A certificate indicating on its face the occupational status of the holder, is issued to each person who successfully completes a level of examination. In order to qualify for any class of certificate, an applicant must obtain the required mark in an examination. He must also be able to satisfy the examining board that he has put in the minimum amount of time required at his occupation.

Where and How Often are Examinations Held?

Examinations will be held in various localities according to the demand for such tests.

What Happens if I Already Hold a Provincial Journeyman's Certificate?

The appropriate N.W.T. certificate will be issued to you upon application to the appropriate Superintendent of Vocational

Education (Inspector of Apprentices) provided that the provincial certificate is recognized by the province as valid.

How Can Training Help the Tradesman?

If you are a tradesman, training will help you to establish yourself on a sound footing for life. It will increase your earning ability and improve your chances for advancement. It is a recognized fact that graduate apprentices are able to obtain key positions as foremen and superintendents more readily than tradesmen who have never taken apprenticeship training. And remember — there is no maximum age limit on apprenticeship.

It enables him to prove his qualifications when seeking employment. It serves to avoid disputes over qualifications which quite frequently arise where work alone is all the tradesman has to rely upon. Since the occupational examination fairly accurately gauges the skill and training a man possesses, it indicates to the tradesman who is not fully qualified where his weaknesses lie, thus helping him to determine what steps he should take to become fully qualified.

How Can the Apprenticeship Training Program Help the Tradesman Shop Owner?

If you are a shop owner working at an occupation most of your time and if you are not a journeyman in such occupation, and feel that training during your slack period might help you operate your business more effectively, you can take advantage of the program.

How Can the Apprenticeship Training Program Help an Employer?

If you employ tradesmen, their training will help you turn out work of better quality at a faster rate, which means lower costs and more customer satisfaction, resulting in increased business and a better reputation for your firm. Furthermore, training at school will shorten the time your men will require to become proficient and therefore to become of greater value to your business. It also ensures that tradesmen keep up to date in their fields of work.

The program makes the job of hiring somewhat easier. When hiring a man who has been examined, the certificate he holds will inform you immediately of his general qualifications. Similarly, if you employ tradesmen holding certificates at present, you can make a simple assessment of the general level of your trade staff.

How Can an Employer Obtain an Apprentice or Obtain Training for an Employee?

Write to any of the officers named on page 4. If the necessary arrangements are made, the employer will sign a contract with the apprentice.

What Are the Obligations of an Employer to an Apprentice?

In your agreement concerning the apprentice, you promise to teach and instruct, or see that he is taught and instructed, in the best ways and by the best means available to you. Where possible, the apprentice should be under the supervision of a qualified journeyman, particularly when introduced to a new operation. He should, in so far as practicable, be given experience

in all phases of the trade. You also agree to permit and encourage the apprentice to attend apprentice training classes as required.

In case of seasonal slack periods or the end of a project, the apprentice may be laid off. The employer is expected in this event to notify the appropriate Selection and Placement Officer in writing prior to the lay-off, giving the intended date of the lay-off and the approximate duration (if any).

Are There Any Costs on the Part of the Employer?

There are none, other than the wages paid to the apprentice for services rendered. These are usually established by a fixed scale. During the period an apprentice is in school he will be supported by the Government.